



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
www.hivcommission-la.info

While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

OPERATIONS COMMITTEE MEETING MINUTES February 18, 2010

Approved
1/15/2010

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Mike Johnson, <i>Co-Chair</i>	Nettie DeAugustine, <i>Co-Chair</i>	Juan Rivera	None	Jane Nachazel
Everett Alexander				Craig Vincent-Jones
Sergio Aviña				Nicole Werner
Dean Page				
Karen Peterson				
Robert Sotomayor				

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 2/18/2010
- 2) **Minutes:** Operations Committee Meeting Minutes, 10/15/2009
- 3) **Minutes:** Operations Committee Meeting Minutes, 11/19/2009
- 4) **Roster:** Los Angeles County Commission on HIV, 1/26/2010
- 5) **Table:** Los Angeles County Commission on HIV, Seat Distribution, *ongoing*
- 6) **Commissioner Application:** Tracy Cumberland, 12/3/2009
- 7) **Commissioner Renewal Application:** Lee Kochems, 4/29/2009

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 1:10 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order with change of date from 2001 to 2010 (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve 10/15/2009 and 11/19/2009 Operations Committee Meeting minutes, as presented (*Passed by Consensus*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:**
 - Mr. Alexander felt the 2/11/2010 Commission meeting discussion on the Medical Outpatient Standard of Care was contentious. He recommended working to improve Commission communication to move items more expeditiously.
 - Several noted those with questions or input on standards should attend meetings and/or access proposed standards on line.
 - Mr. Vincent-Jones clarified that standards of care, by health care definition, are minimum expectations enforced by contract.
 - He indicated some providers represent expertise in their fields while others inappropriately advocate for their employers. SOC was careful to distinguish between needed mandates for care and referrals. Ryan White is not meant to fund all services, but contracted providers must provide needed care or refer to services whether they are Ryan White-funded or not.
 - Another provider Commissioner expressed it concerns at the Commission meetings that OAPP is not properly incorporating expectations. There had been confusion in the previous six months, but minimum expectations are consistently included and misunderstandings seem to have been largely resolved. He felt taking the question to County Counsel could risk disrupting a settled issue.

Operations Committee Meeting Minutes

February 18, 2010

Page 2 of 3

- Ms. Peterson feels standards encourage providers to stretch and collaborate and helps them mandate staff do, e.g., counseling.
- Mr. Vincent-Jones added the standard will be revised, brought back and is likely to pass in March.
- Mr. Johnson encouraged Commissioners to ask questions about a discussion or speak up if they find discussion inappropriate.

6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.

7. **CO-CHAIRS' REPORT:** Agreed to keep regular meeting time at 12:30 pm.

- A. **Co-Chair Nominations:** Ms. DeAugustine and Mr. Johnson were renominated. Nominations will close and elections will be held at the 3/18/2010 Committee meeting.

8. **OPEN NOMINATIONS PROCESS:**

- Mr. Johnson noted nearly one-third vacancies with a particular shortage of Latinos/as. Planned Parenthood has several possible Provider SPA 7 Latina candidates who could bring expertise in women's health issues to the table.
- Mr. Aviña felt training would support recruitment in general and Latino/a recruitment in particular, e.g., a monthly conference call touching on several topics, a webinar and PowerPoint presentations.
- Mr. Johnson suggested each consumer recruit an alternate for his/her seat as that position helps develop expertise.
- Ms. Peterson emphasized the importance of leadership development.
- Mr. Vincent-Jones said that historically one-on-one invitation has been the only consistently effective means of recruiting applicants. Training is legislatively required and supports potential applicants once interested. Latino/a candidates have to be able to speak/understand English at the Commission to most effectively represent their constituents.
- Mr. Vincent-Jones noted any restructuring or addition of seats should be in conjunction with Ordinance renewal.
- ➡ Revitalize Training Work Group comprised of Ms. DeAugustine, Mr. Johnson, Mr. Alexander and Mr. Aviña.

A. **Candidate Interview:**

- Ms. Cumberland: Candidate for Provider SPA 2 chose not to complete her application or participate in an interview.

B. **Candidate Nominations:**

MOTION #3 (Aviña/Alexander): Nominate Juan Rivera to the Provider SPA 2 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (***Passed by Consensus***).

MOTION #4 (Page/Aviña): Nominate Lee Kochems to the Provider SPA 8 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (***Passed by Consensus***).

9. **CONSUMER CAUCUS:**

- ➡ Discuss dates to reschedule the *HIV Services Roundtable* meetings for SPAs 4 and 5 with OAPP.

10. **COMPREHENSIVE TRAINING:** There was no additional discussion.

11. **PROCUREMENT/SOLICITATION PROCESS REFORM:**

- Mr. Vincent-Jones noted many RFPs are now being developed and released, so developing a timeline might be moot. Mr. Johnson believes RFPs are not needed for all categories. For example, Medical Outpatient has both a standard and rate study, so should be able to proceed by identifying pre-qualified providers under a Master Service Agreement.
- ➡ Revitalize Procurement/Solicitation Work Group comprised of Ms. DeAugustine, Mr. Johnson and Dr. Green.

12. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** Mr. Johnson reported the law has changed to allow Purchase Orders of \$100,000 per year. Mr. Vincent-Jones said intent was to RFP tri-annually, but he will review new options.

13. **COMMISSION OPERATIONS:**

A. **Non-Profit Supportive Organization:**

- Mr. Vincent-Jones noted the ability to do independent fund-raising has diminished with the loss of staff. He will, however, revise the Commission's letter to take appropriate advantage of its federal classification.
- The Robert Wood Johnson Foundation proposal for \$200,000 over two years addresses Community Planning Effectiveness in collaboration with CHIPTS. Notification of results is expected in April 2010.
- Community planning is a core public health function, yet rarely studied. The study will: 1. review literature; 2. evaluate California HIV planning councils' budget crisis response; 3. compare HIV planning councils to other disease planning. These results can be used for an HIV planning council brief that identifies essentials, indicators and success ratios. Research will also identify the value of planning councils during reauthorization and clarify needed hallmarks of effective bodies.

Operations Committee Meeting Minutes

February 18, 2010

Page 3 of 3

14. **TASK FORCES:** There was no report.

15. **COMMITTEE ACTIVITIES:** There was no additional discussion.

16. **POLICIES AND PROCEDURES:** This item was postponed.

17. **ORDINANCE REVISIONS:**

- ➡ Ms. Werner will check on when revisions are due to the Executive Office. This item will be removed from the agenda until it is time to prepare revisions.

18. **NEXT STEPS:** This item was postponed.

19. **ANNOUNCEMENTS:** There were no announcements.

20. **ADJOURNMENT:** The meeting was adjourned at 2:45 pm.